

2005 *Passport-to-Work* Summer Youth Employment Program Application



“Preparing Today’s Youth for Tomorrow’s Future”





"Preparing Today's Youth for Tomorrow's Future"

**D.C. Department of Employment Services
Office of Youth Programs**

2005 *Passport-to-Work* Summer Youth Employment Program Application

REMINDER

Registration for the 2005 *Passport-to-Work* Summer Youth Employment Program will commence on Monday, March 14, 2005, and end on Saturday, April 30, 2005.

Youth are to bring their completed 2005 *Passport-to-Work* Summer Employment Application and Certification & Consent Form to 625 H Street, N.E., along with documentation to verify District residency (it must include your name), date of birth, citizenship/alien status, and social security number. The Office is open Monday-Friday, 9:00 a.m. to 4:30 p.m., and until 6:00 p.m., on Wednesdays, beginning April 6, 2005.

For more information, please call (202) 698-3991.

Contents

1. Letter from Director Irish	Page 1
2. Frequently Asked Questions	Page 2
3. Instructions for Completing the 2005 <i>Passport-to-Work</i> Summer Application	Page 5
4. 2005 <i>Passport-to-Work</i> Summer Application	Page 9
5. Instructions for Completing the 2005 Certification and Consent Form	Page 10
6. 2005 Certification and Consent Form	Page 11
7. 2005 Acceptable Document List	Page 12
8. 2005 Occupational List	Page 13



GOVERNMENT OF THE DISTRICT OF COLUMBIA
Department of Employment Services
Office of the Director

Gregory P. Irish
Director



Dear Prospective Applicant:

The D.C. Department of Employment Services is making registration for the 2005 *Passport-to-Work* Summer Employment Program easier by allowing you to complete your application. To register, you only have to complete the enclosed application which contains:

- Frequently Asked Questions;
- 2005 Summer Application and Instruction Guide;
- 2005 Occupational List;
- 2005 Acceptable Documents List; and
- 2005 Certification and Consent Form (Document requires your signature, as well as your parent's, if you are under 18 years of age), and Instruction Guide.

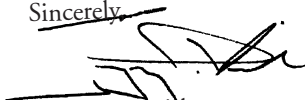
Real life employment opportunities require applicants to complete a job application.

You should carefully read and complete the enclosed **2005 Application and Certification & Consent Form** and return them on, or before, Saturday, April 30, 2005. **When you return your application, you must bring documentation to verify your District residency (it must include your name), date of birth, proof of citizenship/alien status, and social security number.** Review the Acceptable Document List before coming to the Office of Youth Programs, located at 625 H Street, N.E., to ensure that you have all of the necessary documents. The Office is open Monday-Friday, 9:00 a.m. to 4:30 p.m., and until 6:00 p.m., on Wednesdays, beginning April 6, 2005. Summer jobs are not guaranteed and registration ends **Saturday, April 30, 2005**. Beat the last minute rush, by returning your application before the deadline.

If you have any questions or concerns regarding registration, please contact the Department's Office of Youth Programs at (202) 698-3991.

We look forward to working with you this summer!

Sincerely,



Gregory P. Irish
Director



"Preparing Today's Youth for Tomorrow's Future"

Frequently Asked Questions

Q 1. I registered for the 2004 *Passport-to-Work* Summer Program last year, am I required to register for this year's program?

A 1. Yes.

Q 2. What are the eligibility requirements for the 2005 *Passport-to-Work* Summer Program?

A 2. To apply for the program you must be:

A District resident, 14 – 21 years of age. Youth who are 13 years of age must be 14 years of age as of the start of the program, Tuesday, July 5, 2005.

Q 3. I am 21 years old and will turn 22 on July 4, 2005. Am I eligible to apply for the 2005 Summer Program?

A 3. No. Individuals who turn 22 years of age on or before the start of the program are ineligible. To be eligible, a youth must be 21 years of age as of the start of the program, Tuesday, July 5, 2005.

Q 4. How do I apply for the 2005 *Passport-to-Work* Summer Program?

A 4. Simply complete the enclosed 2005 *Passport-to-Work* Summer Program Application, have a parent or guardian sign the 2005 Certification & Consent form (if you are a minor), and bring both documents, along with documentation to verify District residency, date of birth, social security number, and citizenship/alien status (see 2005 Acceptable Document List) to:

D.C. Department of Employment Services
Office of Youth Programs
625 H Street, N.E.
Washington, DC 20002

Q 5. What documents are acceptable for verification?

A 5. See the attached 2005 Acceptable Document List, page 12.

Q 6. If I complete the 2005 *Passport-to-Work* Summer Application and return it along with the Certification & Consent form and the required documents to the Office of Youth Programs before the deadline, am I guaranteed a summer job?

A 6. No. The program does not guarantee a job to every youth who applies.

Q 7. What is the deadline for submitting the 2005 *Passport-to-Work* Summer Application and Certification & Consent form?

A 7. The 2005 *Passport-to-Work* Summer Application and Certification and Consent form must be returned to the Department of Employment Services' Office of Youth Programs by Saturday, April 30, 2005.

Q 8. May I mail the completed application to the Department of Employment Services' Office of Youth Programs?

A 8. No. All applications must be submitted in person. We will not accept applications received thru the mail.

Q 9. If I am selected for a summer job, how will I be notified?

A 9. Notification of acceptance will be mailed to the address that appears on your application.

Q 10. When does the 2005 *Passport-to-Work* Summer Program begin?

A 10. The program begins on Tuesday, July 5, 2005.

Q 11. How much will I be paid?

A 11. You will be paid the federal minimum wage of \$5.15 per hour. However, those individuals who compete for positions in the federal/private sector may be paid at a higher rate.

Q 12. Can I be assigned to the same job site I had last summer?

A 12. No. The exception would be if you were assigned to a job site last summer which was a part of a year-round program.

Q. 13. I am attending school outside of the Washington Metropolitan area; will I be able to register for the 2005 Summer Program after the April 30th deadline?

A. 13. Yes. Students attending school outside the Metropolitan area will have until Friday, June 3, 2005, to register.

Q 14. Is there a number I can call if I have any questions or concerns?

A 14. Yes, you may call (202) 698-3991.



Instructions for Completing the 2005 *Passport-to-Work* Summer Application

1. Last Name:

Please enter your last name as it appears on your Social Security card in the boxes provided.

2. First Name:

Please enter your first name as it appears on your Social Security card in the boxes provided.

3. M.I.: (optional)

Please enter your middle initial as it appears on your Social Security card in the boxes provided.

4. Gender:

Please enter your gender as it appears on your birth certificate in the boxes provided.

5. Street Address:

Please enter your address (number and street) as it appears on the documents used to verify your District residency.

6. Quadrant:

Please enter the section of the city in which you live. For example NE, SE, NW, or SW.

7. Apartment Number:

If you live in an apartment, please enter the apartment number in the boxes provided.

8. Ward:

Please enter the ward in which you live. For example, Ward 1, 2, 3, 4, 5, 6, 7, or 8.

9. City:

Please enter the city you live in as it appears on the documents used to verify your address.

10. State:

Please enter the state you live in as it appears on the documents used to verify your address.

11. Zip Code:

Please enter your zip code as it appears on the documents used to verify your address.

12. Social Security Number:

Please enter your Social Security number as it appears on your Social Security card in the boxes provided.

13. Date of Birth:

Please enter the month, day, and the last two numbers of the year of your birth as it appears on your birth certificate in the boxes provided.

14. Phone Number:

Please enter your home phone number, including your area code, in the boxes provided.

15. E-mail Address: (optional)

Please enter your e-mail address in the boxes provided.

16. Emergency Contact:

Please enter the name, phone number, and relationship of an emergency contact individual in the space provided.

17. Current Educational Status:

Please place a check mark in the box that applies to you. See the list of definitions.

Definitions of Terms

Drop Out – An individual who is no longer attending any school and who has not received a secondary school diploma or its recognized equivalent.

Attending High School or Less – An individual who has not received a secondary school diploma or its recognized equivalent and is attending any school, including elementary, intermediate, junior or high school, secondary or alternative school, whether full or part-time.

Completed High School/GED (not attending school) – Graduated from an accredited High School or received a General Equivalency Diploma.

Attending Post Secondary Education – Currently registered in a program at an accredited degree-granting institution that leads to an academic degree.

Vocational/Advanced Training – An individual who is attending a technical/vocational institution or apprenticeship program, pursuing an industry recognized credential/certificate.

School Name/Current Grade: If you are attending school on the elementary, secondary or post-secondary level, please enter your School Name and Current Grade in the spaces provided. If you have completed high school or received a GED and you are not enrolled in advanced training beyond the secondary level, please enter "Graduate" in the space provided for Current Grade.

If you are attending **college**, please enter the name of the college in the space provided for School Name, enter your year/classification in the space provided for Current Grade, and enter your major field of study in the space provided for College Major.

If you dropped out of school, enter the highest grade completed prior to leaving school.

18. Income Status: Is your household receiving any of the following?

Please place a check mark in the box(es) that applies to you. See the list of definitions below.

Definitions of Terms

TANF – Temporary Assistance for Needy Families is a government program that provides cash assistance and supportive services to assist families and help them achieve self-sufficiency.

Food Stamps – The Food Stamp Program enables low-income families to buy nutritious food with coupons and Electronic Benefits Transfer (EBT) cards.

Social Security Income – Social Security Income is a federal supplement designed to provide monthly benefits to the aged, blind, and disabled individuals, or retirees, based on their reported earnings. Benefits are also paid to surviving dependents.

Refugee Cash Assistance – The Refugee Cash Assistance program provides cash assistance to refugees who are ineligible for TANF funds via the Work First Program, or other cash assistance programs.

General Assistance – General Assistance provides direct financial support to children living in households without a parent or caretaker relative. The program provides assistance to households caring for unrelated children whose parents and other relatives are absent from the household and who do not or cannot provide financial support for the care of the child.

Gross Family Income – Gross Family Income refers to the total amount of all sources of income before taxes from each individual who resides within the household.

How many people are living in your household, including yourself? – Enter the total number of individuals, including yourself, residing in your household who are related to you by blood, marriage, or adoption, in the space provided.

19. Ethnic Group:

Please place a check mark in the Ethnic Group box that applies to you.

20. Impediments: (this section is voluntary)

If you have an impediment, place a check mark in the box (es) that applies to you.

21. Have you ever been incarcerated?

Please place a check mark in the box if you have ever been incarcerated.

22. Foster Child – Foster child is a child or youth who resides with an individual other than his or her natural or adoptive parents, in a home approved by the courts or child welfare agency, and on behalf of whom state or local government payments are made.

23. Occupational Interest: (see 2005 Occupational List, page 13)

Please select and enter three occupations from the 2005 Occupational List in the spaces provided. However, assignments are subject to the availability of openings.

24. U.S. Citizenship:

Please place a check mark in the box that applies to you. If your answer is no, please enter your Alien Registration Number and the Expiration Date in the spaces provided. However, if you are not a U.S. citizen, and you do not have an Alien Registration Number, you must provide documentation authorizing you to work in the U.S.

25. Selective Service: (males 18 and older)

Please place a check mark in the yes or no box. If your answer is yes, please enter your selective service number in the space provided.

26. Are you currently institutionalized?

If you are residing in a facility or institution that provides 24-hour surveillance, restricts your movement, such as a correctional facility, please place a check mark in the space provided.

27. Public Housing – Public Housing refers to housing that is managed and maintained or subsidized by the District of Columbia Housing Authority (DCHA).



Instructions for Completing the 2005 Certification & Consent Form

1. Date of Application:

Please enter the date in the space provided.

2. Social Security Number:

Please enter your social security number as it appears on your Social Security card.

3. Applicant's Name:

Please enter your name as it appears on your Social Security card.

4. Applicant's Certification:

Carefully read the Applicant's Certification, sign your name, and date. **Signing your name constitutes a thorough understanding of the Applicant's Certification statement, a declaration as to the accuracy of the information provided in the 2005 Summer Application, and awareness of the penalties for misrepresentation.**

5. Parent/Guardian's Certification & Consent:

Carefully read the 2005 Certification & Consent statement, sign your name, and date. If the applicant is 18 years of age or older, a parent's signature is not required. **Signing your name constitutes a thorough understanding of the Parent/Guardian's Certification & Consent statement and a declaration as to the accuracy of the information provided in the 2005 Summer Application.**



"Preparing Today's Youth for Tomorrow's Future"

2005 Acceptable Document List

• • • The Office of Youth Programs requires one document per category • • •

DATE OF BIRTH	
Baptismal Record	Passport
Birth Certificate	School Record
Driver's License or Non-Driver's ID	Selective Service Card
Hospital Record	TANF Record
Military Discharge DD-214	Veteran's Medical Card
Military ID	

CITIZENSHIP	
Alien Registration Card	Naturalization Certificate
Baptismal Record	Foreign Passport stamped "Eligible to Work"
Birth Certificate	U.S. Passport
Military Discharge DD-214 (if birthplace is listed)	

SOCIAL SECURITY NUMBER	
Driver's License or Non-Driver's ID	Social Security Card
Department of Human Services Letter	TANF Record
Military Discharge DD-214 or Veteran's Medical Card	Tax Form 1040 or D-40

RESIDENCY (The Document submitted must include the Applicant's Name)	
Department of Human Services' Letter listing the names and social security numbers of all family members	Rental lease that contains the names and social security numbers of all family members residing in the household
If homeless, a letter from the shelter or the Department of Human Services	Tax Form 1040 or D-40 (Current Tax Year) listing the names and social security numbers of all household members.
Driver's License or Non-Driver's ID	School Record (For example: Report Card, IEP, or V Form)
Government Agency Letter or Printout	TANF Record



"Preparing Today's Youth for Tomorrow's Future"

2005 Occupational List

- ACCOUNTING CLERK
(requires a math background)
 - ACTOR/ACTRESS
 - ADMINISTRATIVE CLERK
(30 words per minute)
 - ARTIST/ILLUSTRATOR
 - AUDIO-VIDEO REPAIRER/AIDE
 - BUILDING MAINTENANCE AIDE
 - BUILDING REPAIRER
 - CARPENTER HELPER
 - CHILD CARE AIDE
 - CLERK TYPIST (40 - 50 words per minute)
 - COMPUTER AIDE
(requires computer science background)
 - COUNSELOR AIDE (18 – 21 years old)
 - DANCER (professional training required)
 - DRAFTING ASSISTANT
(requires architectural background)
 - EDITORIAL ASSISTANT
(requires journalism background)
 - ELECTRICIAN HELPER
 - FILE CLERK
 - FOOD SERVICE WORKER
 - GRAPHIC DESIGNER
 - GROUNDSKEEPER
 - HOSPITAL ATTENDANT
 - LIBRARY ASSISTANT
 - LABORATORY ASSISTANT
 - LINEN WORKER
 - LOCKER ROOM ATTENDANT
(18 – 21 years old)
 - MAIL CLERK
 - MECHANIC HELPER (18 – 21 years old)
 - MESSENGER
 - MUSEUM AIDE
 - MUSICIAN AIDE
 - NURSE AIDE
 - PAINTER HELPER (18 – 21 years old)
 - PARALEGAL AIDE
(requires legal background)
 - PRINT SHOP HELPER
 - PROP MAKER
 - RECEPTIONIST (20 words per minute)
 - RECREATION AIDE
 - RESEARCH ASSISTANT
(requires oral and writing skills)
 - SALES CLERK
 - SINGER
 - STOCK CLERK
 - TEACHER AIDE
 - TOUR GUIDE ASSISTANT
(requires oral and writing skills)
 - WAREHOUSE WORKER (18 – 21 years old)
 - WORD PROCESSOR
- High Demand Occupations – The D.C. Department of Employment Services receives a significant number of requests for this occupation.
- Low Demand Occupations – The D.C. Department of Employment Services does not receive a significant number of requests for this occupation.





"Preparing Today's Youth for Tomorrow's Future"

Department of Employment Services Office of Youth Programs

2005 *Passport-to-Work* Summer Application

Please Print Clearly

1. Last Name

2. First Name

3. M.I.

4. Female

Male

5. Street Address

6. Quadrant

7. Apartment Number

8. Ward

9. City

10. State

11. Zip Code

12. Social Security Number

13. Date of Birth

14. Phone Number

15. E-Mail Address

16. Emergency Contact

Phone No.

Relationship

17. Current Educational Status:

(See pages 6 and 7 of the Instruction Guide for definitions)

☐ Drop Out

☐ Attending High School or Less

☐ Completed High School/GED (not attending school)

☐ Attending Post Secondary Education

☐ Vocational/Advanced Training

School Name: _____

Current Grade: _____

College Major: _____

(if applicable)

19. Ethnic Group:

☐ African American

☐ White

☐ Latino

☐ American Indian/Alaskan Native ☐ Asian

☐ Hawaiian/Other Pacific Islander ☐ Other

24. Are you a US Citizen?

Yes ☐ No ☐

If no, Alien Registration Number: _____

Expiration Date: _____

25. Selective Service

Have you registered for Selective Service? Yes ☐ No ☐

Selective Service Number: _____

Answering Questions 20 and 21 are strictly voluntary.

20. Impediment: Indicate if you have any of the following impediments:

Hearing Impairment ☐

Visual Impairment ☐

Physical Impairment ☐

Mental Impairment ☐

Speech Impairment ☐

Learning Disability ☐

18. Income Status: Is your household receiving any of the following?

(See pages 7 and 8 of the Instruction Guide for definitions)

TANF ☐

Food Stamps ☐

Social Security Income ☐

Refugee Cash Assistance ☐

General Assistance ☐

What is your gross family income? _____

How many people are living in your household, including yourself? _____

21. Have you ever been incarcerated? ☐

22. Are you a foster child? ☐

23. Occupational interest: (See 2005 Occupational List)

1.) _____ 2.) _____ 3.) _____

FOR OFFICIAL USE ONLY

☐ Proof of Age: _____ ☐ Proof of Residence: _____

☐ Proof of SSN: _____

Staff Signature: _____





"Preparing Today's Youth for Tomorrow's Future"

2005 Certification & Consent Form

1. Date: _____ 2. Applicant's Social Security Number: _____

3. Applicant's Name: _____

4. APPLICANT'S CERTIFICATION

I hereby certify that the information I provided during the registration process is true and accurate to the best of my knowledge. I understand that the information I have provided is subject to review and verification and that I may be required to provide additional documents. I understand that I am subject to immediate termination if found ineligible after enrollment due to document falsification, and that I may be prosecuted for fraud or perjury. **I further understand that registration for the District's Passport-to-Work program sponsored by the D. C. Department of Employment Services' Office of Youth Programs does not guarantee placement in the 2005 Passport-to-Work Summer Youth Employment Program.**

Applicant's Signature

Date

5. PARENT/GUARDIAN'S CERTIFICATION & CONSENT

I, the parent or guardian of the minor applicant whose name appears above, hereby give my consent to his/her participation in the 2005 Passport-to-Work Summer Youth Employment Program administered by the D.C. Department of Employment Services, as long as it is in accordance with the Act to Regulate the Employment of a Minor within the District of Columbia. I also certify that the information provided during the registration process is true and accurate to the best of my knowledge.

Parent/Guardian's Signature

Date

NOTE: You must bring the 2005 Passport-to-Work Summer Application and signed Certification & Consent Form to 625 H Street, N.E. The application process is considered INCOMPLETE until both documents are returned.

DO NOT WRITE BELOW THIS LINE

SIGNED PARENTAL CERTIFICATION & CONSENT FORM RECEIVED BY:

Staff Signature

Date

